



NEBRASKA STATE RECORDS BOARD

MINUTES

Meeting of November 19, 2014

Agenda Item 1. CALL TO ORDER, ROLL CALL

The meeting of the Nebraska State Records Board was called to order by Chairman John A. Gale at 9:00 A.M. on November 19, 2014 in Room 1507 of the State Capitol, Lincoln, Nebraska.

A Roll Call was taken. The following Board members were present:

John A. Gale, Secretary of State, State Records Administrator and Chairman;
Don Stenberg, State Treasurer;
Scott Keene, representing the Insurance Industry;
Gerry Oligmueller, Acting Director of Administrative Services;
Brenda Ealey, representing Libraries;
Leslie S. Donley, representing the Attorney General;
Brenda L. Decker, representing the Governor;
Greg Osborn, representing the General Public;
Mike Konz, representing the Media;
Crystal Wichita, representing the Banking Industry
Brian Buescher, representing the Legal Profession,
Mike Foley, Auditor of Public Accounts

Staff in attendance:

Cathy Danahy, Executive Director;
Colleen Byelick, Legal Counsel;
Tracy Marshall, Recording Clerk

Chairman Gale thanked Auditor Mike Foley and Governor Heineman for their service; he also thanked all members for their time and services to the Board.

Agenda Item 2. ANNOUNCEMENT OF NEBRASKA OPEN MEETINGS ACT

Chairman Gale announced that in accordance with the Nebraska Open Meetings Act, reproducible written materials to be discussed at the open meeting and a copy of the Nebraska Open Meetings Act are located to the left of the public seating area.

Agenda Item 3. NOTICE OF HEARING

Chairman Gale announced public notice of the meeting was duly published in the Lincoln Journal Star October 21, 2014 and on the state's website Public Meeting Calendar. The public notice and proof of publication relating to the meeting will be attached to and made a part of the meeting minutes.

Agenda Item 4. ADOPTION OF AGENDA

Mr. Konz moved to adopt the agenda as presented; seconded by Mr. Keene.

Voting For:	Buescher	Decker	Donley	Ealey	Foley
	Gale	Keene	Konz	Oligmueller	Osborn
	Stenberg	Wichita			

Voting Against: None

Absent: None

The motion carried.

Agenda Item 5. APPROVAL OF MINUTES

Chairman Gale asked for a motion to approve the minutes of the August 6, 2014 meeting. Mr. Osborn moved to approve the minutes; seconded by Ms. Decker.

Voting For:	Buescher	Decker	Donley	Ealey	Foley
	Gale	Keene	Konz	Oligmueller	Osborn
	Stenberg	Wichita			

Voting Against: None

Absent: None

The motion carried.

Agenda Item 6. PUBLIC COMMENT

Chairman Gale asked the members of the audience if anyone wished to come forward to provide public comment on anything other than items listed on the agenda. No audience member indicated a desire to provide public comment.

Agenda Item 7. CHAIRMAN'S REPORT

Mr. Brent Hoffman, General Manager, Nebraska Interactive, LLC introduced the following Agreements and Addenda:

Agenda Item 7.a.1. Electronic Government Service Level Agreements between Nebraska Interactive, LLC, the NE State Records Board and the City of Dakota City, Village of Elmwood, City of Fort Calhoun, Village of Greeley, and City of Pawnee City. Signed by Chairman Gale pursuant to Board Authority.

Agenda Item 7.a.2. Addenda (PayPort) to the Electronic Government Service Level Agreements between Nebraska Interactive, LLC, the NE State Records Board and the City of Dakota City (Addendum 1), Village of Elmwood (Addendum 1), City of Fort Calhoun (Addendum 1), Village of Greeley (Addendum 1) the City of Pawnee City (Addendum 1), and the City of Red Cloud (Addendum 1), Signed by Chairman Gale pursuant to Board Authority.

Agenda Item 7.a.3. Addendum 8 (Revised) to the Electronic Government Service Level Agreement (EGSLA), between Nebraska Interactive, LLC, the NE State Records Board and the State Court Administrator-Court JUSTICE Bulk.

Agenda Item 7.a.4 Addendum 9 (Supersedes Addenda 3, 4, 6, and 7) to the Electronic Government Service Level Agreement between Nebraska Interactive, LLC, the NE State Records Board and the Nebraska Department of Agriculture-Fee Structure.

Mr. Hoffman explained the addendum. Chairman Gale distributed a letter he received today from Mr. Greg Ibach, Director, NE Department of Agriculture outlining the needs of their users and their position on the use of General Funds to continue to develop their online services. Chairman Gale suggested the Finances Review Subcommittee review Board policy issues regarding online service fees and revenue splits and make recommendations to the Board for consideration. After discussion, Mr. Foley moved to table the Addendum; seconded by Mr. Stenberg.

Voting For:	Buescher	Donley	Ealey	Foley
	Gale	Konz	Oligmueller	Osborn
	Stenberg	Wichita		
Voting Against:	None			
Absent:	Decker	Keene		

The motion carried.

Agenda Item 7.b Lancaster County Treasurer Correspondence (Andy Stebbing)

Chairman Gale introduced Ms. Rhonda Lahm, Director, Nebraska Department of Motor Vehicles (DMV). Ms. Lahm testified in response to Lancaster County Treasurer Andy Stebbing's letter requesting the NE State Records board and the State DMV consider a review of the State DMV program portal fees (convenience fees) for both echeck (paying with a checking/savings account) and credit cards.

Chairman Gale thanked Leslie Donley, Gerry Oligmueller and Brenda Decker for their service on the Board.

Agenda Item 7.b. PRICEWATERHOUSECOOPERS ANNUAL AUDIT OF NEBRASKA INTERACTIVE, LLC DECEMBER 31, 2013 AND 2012

Chairman Gale announced he had appointed Mr. Stenberg to this subcommittee. Mr. Foley, Chairman of the Finances Review Subcommittee, reported the subcommittee (Mr. Foley, Mr. Keene, Ms. Wichita, and Mr. Stenberg) met to review the audit report. He said it was the subcommittee's unanimous recommendation that the full board accept the audit. Mr. Foley moved to receive the audit report for calendar year 2013; seconded by Mr. Osborn.

Voting For:	Buescher	Decker	Donley	Ealey	Foley
	Gale	Keene	Konz	Oligmueller	Osborn
	Stenberg	Wichita			
Voting Against:	None				
Absent:	None				

The motion carried.

Agenda Item 8. EXECUTIVE DIRECTOR'S REPORT**Agenda Item 8.a. NSRB Cash Fund Balance Report**

Ms. Danahy presented the September, 2014 Cash Fund Balance Report. She reported Grant Payments have been split out from *Other Contractual Services* and the only expense in *Other Contractual Services* are the payments made to the OCIO RFP Contract.

Mr. Stenberg requested a line be added to the report showing the total amount of revenue to the state agencies coming through the portal. Ms. Danahy will communicate this to Ms. Hinzman. Mr. Osborn requested a Year to Date amount for the fiscal year for each of the categories listed in the report rather than just the quarter reported. Ms. Danahy will discuss this with Ms. Hinzman and look into including this in the report. Mr. Osborn moved to approve the NSRB Cash Fund Balance Report; seconded by Mr. Buescher.

Voting For:	Buescher	Decker	Donley	Ealey	Foley
	Gale	Keene	Konz	Oligmueller	Osborn
	Stenberg	Wichita			

Voting Against: None

Absent: None

The motion carried.

Agenda Item 8.b. NSRB State/Local Grant Project Status Report

Ms. Danahy presented September, 2014 State/Local Grant Project Status Report.

Chairman Gale declared a recess at 10:35 A.M.

Chairman Gale reconvened the meeting at 10:55 A.M.

Agenda Item 9. NEBRASKA.GOV REPORTS**Agenda Item 9.b. General Manager's Report**

Mr. Brent Hoffman, General Manager, Nebraska.gov presented the 3rd Quarter 2014 General Manager's Report. Mr. Osborn asked if Mr. Hoffman could give the Board the revenue figure that comes in that is part of the fees that are given to the Board from which the 10% partner share is derived. Mr. Hoffman said he would provide that to Mr. Osborn.

Chairman Gale asked if the development and management costs for applications that are successful (revenue generating) and those that are free services (non-revenue generating) can be differentiated. Mr. Hoffman said he would provide the over/under graph (provided in previous meetings) at the next meeting.

Ms. Decker left 11:25 A.M.

Mr. Keene left at 11:55 A.M.

Agenda Item 9.c. Project Priority Report

Mr. Hoffman presented the Project Priority Report. Ms. Donley moved to approve the Project Priority Report; seconded by Mr. Buescher.

Voting For:	Buescher Gale Stenberg	Donley Konz Wichita	Ealey Oligmueller	Foley Osborn
Voting Against:	None			
Absent:	Decker	Keene		

The motion carried.

Chairman Gale declared a lunch recess at 12:15 P.M.

Chairman Gale reconvened the meeting at 1:30 P.M.

Ms. Decker returned at 1:30 P.M.

Mr. Keene returned at 1:30 P.M.

Agenda Item 10. OCIO CONTRACT FOR NETWORK MANAGER REQUEST FOR PROPOSAL (RFP)

At 1:35 P.M. Ms. Donley moved that the Nebraska State Records Board go into closed session for the limited purpose of discussing and reviewing a draft of the request for proposal for Network manager to manage the Nebraska.gov Network and for the protection of the public interest; seconded by Ms. Decker.

Chairman Gale repeated the motion.

Voting For:	Buescher Gale Stenberg	Decker Keene Wichita	Donley Konz	Ealey Oligmueller	Foley Osborn
Voting Against:	None				
Absent:	None				

The motion carried.

Agenda Item 10. At 4:21 P.M. Ms. Donley moved that the Nebraska State Records Board adjourn from this closed session discussion of a Request for Proposal and return to the public meeting portion of the Nebraska State Records Board; seconded by Ms. Decker.

Voting For:	Buescher Gale Stenberg	Decker Keene Wichita	Donley Konz	Ealey Oligmueller	Foley Osborn
Voting Against:	None				
Absent:	None				

The motion carried.

Agenda Item 10.a. Approve Network Manager Request for Proposal

Chairman Gale entertained a motion to adopt the Request for Proposal for Network Manager to manage the Nebraska.gov network as proposed and revised. Mr. Osborn so moved; seconded by Mr. Stenberg.

Voting For:	Buescher	Decker	Donley	Ealey	Foley
	Gale	Keene	Konz	Oligmueller	Osborn
	Stenberg	Wichita			

Voting Against: None

Absent: None

The motion carried.

Agenda Item 10.b. Approve RFP Evaluation Matrix

Chairman Gale entertained a motion to approve and adopt the Evaluation Scoring Matrix as proposed and revised. Mr. Foley so moved; seconded by Mr. Stenberg.

Voting For:	Buescher	Decker	Donley	Ealey	Foley
	Gale	Keene	Konz	Oligmueller	Osborn
	Stenberg	Wichita			

Voting Against: None

Absent: None

The motion carried.

Agenda Item 11. DATE FOR NEXT MEETING

To be determined.

Agenda Item 12. ADJOURNMENT

Ms. Stenberg moved to adjourn the meeting; seconded by Mr. Foley. All members present signified agreement by saying "aye". Chairman Gale declared the meeting adjourned at 4:50 P.M.

John A. Gale
Secretary of State
State Records Administrator
Chairman, State Records Board

Date